

<p>CHANGE IN CLASS OF LICENSE INSPECTION</p>	<p>A licensee must complete the prelicense process to change his/her class of license. [2.6(d)]</p>
<p>Criteria</p>	<p>To change his/her class of license, a licensee must:</p> <ul style="list-style-type: none"> • complete an Application for License-New License (APHIS Form 7003-A) • have a prelicense inspection with no noncompliant items cited • pay the application fee and appropriate license fee <p>If the inspector finds, during an inspection, that the licensee has changed or plans to change his/her regulated activity, the inspector must notify the licensee that he/she:</p> <ul style="list-style-type: none"> • needs a different class of license • must complete an Application For License-New License (APHIS Form 7003-A) • must not conduct the unlicensed activity until the new license is issued <p>If an inspection to change the class of license is conducted at this time, classify the inspection as follows:</p> <ul style="list-style-type: none"> • prelicense inspection - if no noncompliant items are identified, or • routine inspection - if noncompliant items are identified <p>If the inspector finds out through the Regional Office or other sources, that a licensee has changed or plans to change his/her regulated activity, the inspector:</p> <ul style="list-style-type: none"> • must notify the licensee that he/she needs a different class of license • must inform the licensee that he/she must complete an Application for License-New License (APHIS Form 7003-A) • must inform the licensee that he/she must not conduct the unlicensed activity until the new license is issued • must inform the licensee that he/she may conduct the regulated activities covered under the current license

- may send or have the Regional Office send the licensee a prelicense packet, if appropriate

When the inspection to change the class of license is conducted, classify the inspection as follows:

- prelicense inspection - if no noncompliant items are identified, or
- routine inspection - if noncompliant items are identified

NOTE: An application fee and new license fee must be paid for a change in class of license. If the licensee changes his/her class of license prior to the expiration date of the previous license, **no** refund of the previous application or license fee is given.